

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
January 21, 2016
6:30 PM Harvard Management Solutions**



In Attendance:

Stu Warren, President
Chris Connor, Treasurer
Helen Skaleris
Patrick Saucier
Connie Garland, Harvard Management

BOARD MEETING CALLED TO ORDER: 6:30pm

APPROVE MINUTES OF LAST BOARD MEETING: Helen made a motion to accept the October minutes as presented and Stu seconded the motion. All present in favor. A motion was made by Chris to accept Greg's resignation. Stu motioned to accept. All in favor. A motion was made by Stu to elect Patrick to the board to fill Greg's place. Helen seconded the motion. All present in favor.

APPROVE THE FINANCIAL THROUGH DECEMBER 2015: A motion was made by Chris to accept the financials through December and seconded by Stu. All present in favor.

MAINTENANCE UPDATES:

The Armstrong proposal on dryer vent issues needs to be clarified. A follow up meeting will be scheduled as soon as possible.

The excavation work behind building 2 is done, however there may need to be additional gutters installed in the rear of the building where the one bedroom units are located. This will be addressed in the spring.

Ted continues to paint where necessary. Management and the board agree that he needs to do a better job on this. Management will remind Ted that he needs to keep the walkways clean. Management will reach out to the VA and AARP to see if there are any applicants that may have a better painting background.

Clough is doing a great job this year keeping the parking lots and walkways cleared. Ted was asked to clean around the dumpster surrounds after the snow storms. He is also to treat the walks when necessary every day and treats the needed areas. Connie will get Kevin to replace the missing buckets.

Ted was asked to purchase a trap door at Home Depot and install it by unit 104/106 so future access is easily made.

A final count of doors will be completed so that a cost to change the master key system is done, put on a future to-do list. The B2+B3 intercom issue is a priority right now. Connie has contacted R & T Electric and one other company to evaluate and estimate a cost to either fix or replace the intercom systems in building 2 and 3.

OLD BUSINESS:

Parking stickers will be given to the board when they arrive. Once the schedule is determined Connie will distribute the notices to each door and email everyone that has given management their email contact information. Residents will be required to bring their information to the clubhouse and pick up stickers in person. No stickers will be mailed. The Board is handling this process. Parking stickers will be kept on the property for future additions/changes.

Connie will work with the board and Concord Carpet to determine what can be installed on the Irving side of building 4 staircase area where carpet has worn off.

NEW BUSINESS:

The board discussed a resolution to prohibit drones, and hover boards. Hover boards are being recalled due to their batteries spontaneously bursting into flames. Owners that are using marijuana for medical purposes may be asked to provide documentation.

Connie will order additional air fresheners which are less expensive and Eco-Friendly. Ted will remove the batteries and the empty aerosol cans from the current holders.

Connie will add Patrick to the board access and reset his account so he can get into Caliber.

The board and management will finish up the FHA recertification paperwork before the deadline

DATE FOR NEXT BOARD MEETING:

There being no further business a motion was made by Helen and seconded by Chris to adjourn the meeting. All present in favor.

ADJOURNMENT: 8:35PM